



CITY OF LODI COUNCIL COMMUNICATION

AGENDA TITLE: Hold Public Hearing and Approve Resolution to Confirm the 2007 Annual Report and Levy of Assessments Within the Lodi Tourism Business Improvement District (LTBID).

MEETING DATE: October 17, 2007

PREPARED BY: Deputy City Manager

RECOMMENDED ACTION: Hold public hearing and approve resolution to confirm the 2007 Annual Report of the LTBID and the levy of assessments within the Lodi Tourism Business Improvement District.

BACKGROUND INFORMATION: In accordance with California Streets and Highway Code 36500 and 36524 the Annual Report of the LTBID has been approved by the City Council. A public hearing is required to hear protests and to receive testimony regarding the levy of and collection of a 3% Tourism Promotion Business Assessment against the receipts of motels and hotels within the LTBID. Staff recommends approval of the levy of the assessment.

FISCAL IMPACT: Not applicable

FUNDING: Not applicable

James R. Krueger, Deputy City Manager

APPROVED: _____
Blair King, City Manager

When Recorded, Return to:
City of Lodi City Clerk's Office
P.O. Box 3006
Lodi, CA 95241-1910

RESOLUTION NO. 2007-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LODI CONFIRMING THE 2007 ANNUAL REPORT FOR THE
LODI TOURISM BUSINESS IMPROVEMENT DISTRICT AND
LEVY OF ASSESSMENT

=====

WHEREAS, the Lodi Tourism Business Improvement District was established October 20, 2004, by Council adoption of Ordinance No. 1753, and as amended by Ordinance 1756; and

WHEREAS, the Annual Report, as required by Streets and Highways Code §36500 et seq., has been submitted to the City Council by the Board of Directors of said Improvement District; and

WHEREAS, a public hearing was held as required by Streets and Highways Code §36524 on October 17, 2007, in the City Council Chambers at Carnegie Forum, 305 West Pine Street, Lodi, California, at 7:00 p.m., or as soon thereafter as possible, to consider protests to the assessment levy.

NOW, THEREFORE, the City Council of the City of Lodi does hereby resolve, determine, and find as follows:

- 1) The required public hearing was duly held, at which time the public was allowed to present written or oral protests to the levy of assessment for Lodi Tourism Business Improvement District.
- 2) A majority protest as defined in the Streets and Highways Code §36525 was not made.
- 3) The 2007 Annual Report as submitted on October 3, 2007, by the Board of Directors of the Lodi Tourism Business Improvement District to the City Council is hereby confirmed as originally filed and attached hereto.
- 4) The confirmation of the report and adoption of this resolution constitutes the levy of the assessment as contained in the Annual Report for the calendar year 2007.

Dated: October 17, 2007

=====

I hereby certify that Resolution No. 2007-_____ was passed and adopted by the City Council of the City of Lodi in a regular meeting held October 17, 2007, by the following vote:

AYES: COUNCIL MEMBERS –
NOES: COUNCIL MEMBERS –
ABSENT: COUNCIL MEMBERS –
ABSTAIN: COUNCIL MEMBERS –

RANDI JOHL
City Clerk

2007-_____



April 10, 2007

Randi Johl
City Clerk
City of Lodi
221 W. Pine St.
Lodi, CA 95240

Dear Ms. Johl,

Attached is the 2007 Annual Report for the Lodi Tourism Business Improvement District (LTBID) which was established October 6, 2004 by City Ordinance 1753 and was amended February 16, 2005 by Resolution No. 2005-37.

Enclosed you will find a 2007 work plan, budget and method of assessment, as required by the California Streets and Highways Code #33650. Please note there are no suggested changes to the District at this time.

I plan to present the work plan at the April 18th City Council meeting. Please feel free to call me with any questions you may have.

Sincerely,

A handwritten signature in black ink that reads "Nancy Beckman". The signature is fluid and cursive, with a long horizontal line extending from the end.

Nancy Beckman
Executive Director

Lodi Conference & Visitors Bureau

2007 Work Plan

2007 Proposed Programmatic Changes

1. The LCVB newsletter is being replaced with a mid-year and annual report.
2. Quarterly direct mailers will no longer be sent to leisure consumers.
3. Ads in the Sacramento Visitor Guide, Diablo, and Sacramento Magazines will not be renewed and instead we propose to pick up an ad in the California Drives Guide to complement our annual ad in the California Travel Planner.
4. We have budgeted to work with a PR firm to get press for Lodi. We have deleted the budget for the media day and the press trips to balance out the expense of the PR firm.
5. We have added Taste of Lodi as a revenue generating event.
6. We have dropped the SF Media Reception and the California Travel Market.

Marketing/Promotion Activities

Leisure Market

Targeted Advertising: Ads will be placed in both the California Travel Planner and the California Drive Guide. Ads will include a response measure for tracking purposes.

Trade Shows: LCVB staff will attend two travel trade shows (Bay Area and Sunset Travel Shows) geared toward the Leisure Travel Market. Whenever possible, additional representatives from the Lodi area will attend. All leads will be tracked and a database of contacts will be maintained for future marketing opportunities.

Taste of Lodi: The LCVB will produce this annual signature event to 1.) Draw in visitors and 2.) Showcase and market Lodi as a Wine Country tourism destination.

LodiView: Continue offering LodiView as a monthly e-publication highlighting events and activities of interest to the tourist. A goal will be to increase distribution by 25%.

Group Market

Tradeshows: The Lodi Conference & Visitors Bureau will attend two trade/sales shows created for the group market: The California Society of Association Executives (Cal SAE) and the National Tour Operator Travel & Tourism Exchange. All sales leads will be followed up on and added to our database for future marketing opportunities.

Fam Tours: The Lodi CVB Group Sales Manager will utilize Fam Tours as a tool to market Lodi as a group meeting destination.

Direct Mail Campaign: Quarterly fliers/brochures will be mailed to group sales decision makers to reinforce the Lodi tourism message.

Sponsorships: Sponsorships at Tradeshows will be utilized (when appropriate and as funding allows) as a method by which to introduce the group market to Lodi as a destination.

Public Relations

Public Relations

A PR firm will be retained to assist in the promotion of Lodi as a Wine Country Destination. Quarterly pushes will be made to attain media coverage for Lodi.

Customer Service/Hospitality

Visitor Information Packets: Visitor information will be distributed on request to individuals or groups. In 2007, an estimated 4,000 requests for information will be filled.

Website: The visitlodi.com website will be maintained and updated as necessary. The goal of the website is twofold: 1.) To educate and create awareness of Lodi as a visitor destination and to 2.) Provide the highest degree of customer service by ensuring that visitor information is complete, up-to-date and easily accessible.

Visitor Publications: The LCVB will develop and maintain a number of publications geared to increase availability of visitor information.

- **Community Book:** A revised, updated community book will be produced in 2007. The book which is designed to showcase Lodi to potential visitors and tourists is currently distributed to hotels/wineries and other tourist attractions. It is the main marketing piece for the LCVB and is mailed upon request and is distributed at Travel Trade shows. The book has an estimated 18 month shelf-life.
- **Festival & Events Calendar:** The LCVB will produce an in-house designed/printed Festival & Events Calendar. The Calendar, produced annually, is a quick reference to events in the Lodi area and is distributed at the hotels, tradeshow, and in visitor information packets.
- **Visitor Attraction Map & Guide:** In 2007 the LCVB will continue to distribute the Visitor Attraction Map & Guide. The map comes in a "pad", and is distributed to hotels and other attractions to utilize when visitors are looking for directions to attractions. The map is designed to fold into a brochure so that it can be used in a card rack or as a self-mailer.
- **Meeting Facilities Brochure:** Produced in-house, the Meeting Facilities Brochure is designed to provide information to potential consumers on event facilities.

Hotel Brochure Distribution: LCVB staff will provide a monthly brochure distribution service to all Lodi hotels. The goal is to ensure that visitor information is widely available and easily accessible to guests.

Communications

Mid-Year and Annual Report: In 2007 the LCVB newsletter is being replaced by a mid-year and annual report. The reports will be distributed to local constituents and individuals vested in the tourism industry as a way to inform the public as to the programs and services undertaken by the Conference & Visitors Bureau.

2007 Lodi Tourism Business Improvement District Annual Report

Assessment Funding Purpose: To administer marketing programs to promote the City of Lodi as a tourism destination and to fund projects, programs, and activities that benefit hotels within the City of Lodi.

Method of Assessment: The LTBD includes hotels/lodging facilities within the City of Lodi. Each lodging facility within the district shall be assessed 3% of the gross room rental revenue. Rentals (stays) lasting over 30 days are not subject to the assessment. The assessment is levied annual and collected quarterly.

2007 Work Plan (See Attached)

For the purpose of the Annual Report presentation, we have broken our 2006 work plan into 4 project areas:

- Marketing/Promotional Activities
- Public Relations
- Customer Service & Hospitality
- Communications

2007 Budget

| | |
|--|---------------------|
| Income - BID | \$193,500.00 |
| Income-City of Lodi | \$101,000.00 |
| Income-Community Book | \$5,000.00 |
| Income - Taste of Lodi | \$52,000.00 |
| Total Income | \$351,500.00 |
| Advertising | \$15,673.00 |
| Automobile Expense | \$4,380.00 |
| Bank Service Charges | \$50.00 |
| Contingencies/Unexpected Opportunities | \$6,000.00 |
| Dues & Subscriptions | \$2,775.00 |
| Education/Conferences | \$1,275.00 |
| Equipment Lease - Copier | \$3,612.00 |
| Event Expenses - Taste of Lodi | \$47,321.00 |
| Furniture & Fixtures | \$3,000.00 |
| Gifts | \$150.00 |
| Hospitality/Meals | \$2,500.00 |
| <u>Insurance</u> | |
| Directors & Officers | \$1,562.00 |
| Health | \$11,500.00 |
| Liability | \$550.00 |
| Work Comp | \$1,423.00 |
| <u>Office Expenses</u> | |
| Maintenance | \$3,600.00 |
| Supplies | \$1,170.00 |
| <u>Personnel</u> | |
| Salaries | \$136,500.00 |

| | |
|-----------------------------------|---------------------|
| Benefits | \$4,760.00 |
| Postage & Delivery | \$3,000.00 |
| Printing & Reproduction | \$8,081.00 |
| <u>Professional Fees</u> | |
| Accounting | \$3,500.00 |
| Administration-City of Lodi | \$9,675.00 |
| Legal Fees | \$250.00 |
| Promotion | \$20,735.00 |
| Rent | \$25,445.00 |
| <u>Repairs</u> | |
| Computer Repairs | \$3,600.00 |
| <u>Tax & License</u> | |
| Payroll | \$12,396.00 |
| Property | \$2,372.00 |
| Licenses | \$70.00 |
| Telephone | \$2,400.00 |
| Trade Shows | \$4,550.00 |
| <u>Travel & Entertainment</u> | |
| Meals | \$880.00 |
| Travel | \$3,625.00 |
| Utilities - Gas & Electric | \$3,120.00 |
| Total Expense | \$351,500.00 |
| Net Profit (Loss) | \$0.00 |



***Please immediately confirm receipt
of this fax by calling 333-6702***

CITY OF LODI
P. O. BOX 3006
LODI, CALIFORNIA 95241-1910

ADVERTISING INSTRUCTIONS

SUBJECT: PUBLIC HEARING NOTICE REGARDING THE LODI TOURISM BUSINESS
IMPROVEMENT DISTRICT

PUBLISH DATE: SATURDAY, OCTOBER 6, 2007

LEGAL AD

TEAR SHEETS WANTED: Three (3) please

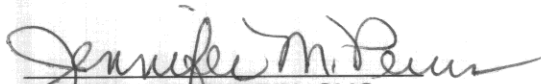
SEND AFFIDAVIT AND BILL TO:

RANDI JOHL, CITY CLERK
City of Lodi
P.O. Box 3006
Lodi, CA 95241-1910

DATED: THURSDAY, OCTOBER 4, 2007

ORDERED BY:

RANDI JOHL
CITY CLERK


JENNIFER M. PERRIN, CMC
DEPUTY CITY CLERK

CYNTHIA MURPHY
ADMINISTRATIVE CLERK

Verify Appearance of this Legal in the Newspaper – Copy to File

LNS Faxed to the Sentinel at 369-1084 at _____ (time) on _____ (date) _____ (pages)
Phoned to confirm receipt of all pages at _____ (time) _____ JLT _____ DRC _____ JMP (initials)



DECLARATION OF POSTING

PUBLIC HEARING NOTICE REGARDING THE LODI TOURISM BUSINESS IMPROVEMENT DISTRICT

On Friday, October 5, 2007, in the City of Lodi, San Joaquin County, California, a Public Hearing Notice regarding the Lodi Tourism Business Improvement District (attached and marked as Exhibit A) was posted at the following locations:

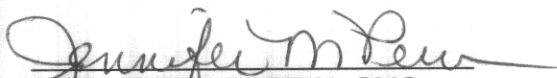
Lodi Public Library
Lodi City Clerk's Office
Lodi City Hall Lobby
Lodi Carnegie Forum

I declare under penalty of perjury that the foregoing is true and correct.

Executed on October 5, 2007, at Lodi, California.

ORDERED BY:

**RANDI JOHL
CITY CLERK**


JENNIFER M. PERRIN, CMC
DEPUTY CITY CLERK

CYNTHIA MURPHY
ADMINISTRATIVE CLERK



DECLARATION OF MAILING

PUBLIC HEARING NOTICE REGARDING THE LODI TOURISM BUSINESS IMPROVEMENT DISTRICT

On October 4, 2007, in the City of Lodi, San Joaquin County, California, I deposited in the United States mail envelopes with first-class postage prepaid thereon containing a Notice of Public Hearing regarding the Lodi Tourism Business Improvement District attached hereto marked Exhibit A. The mailing list for said matter is attached hereto marked Exhibit B.


There is a regular daily communication by mail between the City of Lodi, California, and the places to which said envelopes were addressed.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on October 4, 2007, at Lodi, California.

ORDERED BY:

RANDI JOHL
CITY CLERK, CITY OF LODI


JENNIFER M. PERRIN, CMC
DEPUTY CITY CLERK

CYNTHIA MURPHY
ADMINISTRATIVE CLERK

NOTICE OF PUBLIC HEARING

EXHIBIT A

RESOLUTION NO. 2007-199

A RESOLUTION OF THE LODI CITY COUNCIL APPROVING
THE LODI TOURISM BUSINESS IMPROVEMENT DISTRICT 2007
ANNUAL REPORT; DECLARING ITS INTENTION TO LEVY ANNUAL
ASSESSMENT; AND ESTABLISHING PUBLIC HEARING DATE

WHEREAS, the Lodi Tourism Business Improvement District was established October 20, 2004, by Council adoption of Ordinance No. 1753, and as amended by Ordinance 1756; and

WHEREAS, the Annual Report as required by Streets and Highways Code §36500 et seq., has been submitted to the Council by the Board of Directors of said improvement area.

NOW, THEREFORE, the City Council of the City of Lodi does hereby resolve, determine, and find as follows:

1. The 2007 Annual Report is hereby received and approved as submitted, said Report being on file in the City Clerk's Office.
2. Establishes **October 17, 2007**, in the City Council Chambers, at Carnegie Forum, 305 West Pine Street, Lodi, California, at 7:00 p.m., or as soon thereafter as possible, as the date, place, and time to hold the public hearing required by Streets and Highway Code §36534.
3. It is the intention of the City Council to levy and collect assessments within the Lodi Tourism Business Improvement District for calendar year 2007 (the Area's fiscal year).
4. The proceeds from the Lodi Tourism Business Improvement District assessment shall be used to administer marketing programs to promote the City of Lodi as a tourism destination and to fund projects, programs, and activities that benefit hotels within the City of Lodi. The boundaries of the Lodi Tourism Business Improvement District shall be the boundaries of the City of Lodi. Refer to the Report on file in the Lodi City Clerk's office for a full and detailed description of the improvements and activities, boundaries, and proposed assessments for the 2007 fiscal year.
5. At the time of the public hearing, written and oral protests may be made. The form and manner of protests shall comply with Streets and Highways Code §§36524 and 36525.

Dated: October 3, 2007

I hereby certify that Resolution No. 2007-199 was passed and adopted by the City Council of the City of Lodi in a regular meeting held October 3, 2007, by the following vote:

AYES: COUNCIL MEMBERS – Hansen, Hitchcock, Katzakian, Mounce, and Mayor Johnson

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None


RANDI JOHL
City Clerk

Lodi Tourism Business Improvement District Advisory Board

Members:

Tabitha Freytag
Wine and Roses Country Inn
2505 W. Turner Road
Lodi, CA 95242
(209) 334-6988

Beth Kim
Comfort Inn
118 N. Cherokee Lane
Lodi, CA 95240
(209) 367-4848

Sonny Patel
Wine Country Inn
607 S. Cherokee Lane
Lodi, CA 95240
(209) 368-2707

Sunil Yadav
Modern Motor Lodge
1050 S. Cherokee Lane
Lodi, CA 95240
(209) 333-8844

Mary Wallace
Frames and Fine Things
18 W. Pine Street
Lodi, CA 95240
(209) 333-1246

Kelli Mettler
Lodi Conference and Visitors Bureau
2545 W. Turner Road
Lodi, CA 95242
(209) 365-1195

Betty Hansen
Jewel Fine Wines
3750 E. Woodbridge Road
Woodbridge, CA 95258
(209) 340-8521

Liaison:

Jim Krueger, Finance Director
City of Lodi
P.O. Box 3006
Lodi, CA 95241-1910
(209) 333-6761

Also mail agendas to:

Nancy Beckman, Executive Director
Lodi Conference and Visitors Bureau
115 S. School Street, Suite 9
Lodi, CA 95240
(209) 365-1195

EXHIBIT B